



VOLUNTEER POLICY

Play Borders welcomes volunteers. This policy lays out the rights and responsibilities of our setting with regard to volunteers. In the context of this policy we consider volunteers to be those working with our members on our behalf.

Procedures

We believe that the involvement of volunteers enhances the provision we are able to offer at the organisation. Volunteers will be subject to the same recruitment procedure as paid staff in terms of application forms, interviewing, PVG checks etc. where appropriate.

Volunteers could be working directly with the children, with existing staff or with the Board of Directors.

Volunteers could be under the age of 16. However, any volunteers working with members during their opening hours, with the children, either directly or indirectly would be an enhancement to their existing staff team, rather than as a replacement. They would however be considered an integral part of the staff team for the period of their voluntary work.

Working with Volunteers: Rights & Responsibilities

Any volunteer coming forward would be offered full induction training, in line with paid staff. This would include discussion on aspects of behaviour management, valuing diversity and working with children with particular needs.

The Volunteer would be given full access to the Staff Handbook and are required to sign the various settings policies as applicable, e.g. confidentiality.

Discussion would be carried out with all volunteers, as to the tasks they would undertake and the role they will play, and following this discussion they would be provided with an appropriate list of roles and responsibilities, which clearly lays out their role, the tasks they have agreed to undertake and the person to whom they should report. The job description would be drawn up in full consultation with the volunteer in question, but would be along the format of the job descriptions for paid staff.

Volunteers would be requested to sign the job description, as a form of contract, ensuring both the setting and the volunteer agree on their position, task, reporting and the days/times the volunteer will attend.

Any volunteer working regular basis would be requested to join the PVG Scheme. Play Borders can arrange for this to be done

The Volunteer would be invited to attend staff meetings where appropriate.

Scottish Charity Number – SC027933

Scottish Company Number - SC395912

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Volunteers would be offered training opportunities along with the paid staff, and the Supervisor will ensure that they have access to the appropriate newsletters, training updates and other information in which this is contained.

Signed _____

Date _____